

PACAREAINST 1510
NOV 13 2000

PACIFIC AREA INSTRUCTION 1510

CANCELLED:

Subj: PACIFIC AREA FIRST UNIT PROFESSIONAL DEVELOPMENT BOARD.

Ref: (a) Coast Guard Leadership Development Program, COMDTINST 5351.1
(b) Coast Guard Unit Leadership Program

1. PURPOSE. This instruction introduces and describes the PACAREA's First Unit Professional Development Board (PDB).
2. ACTION. Commanding Officers of PACAREA units shall incorporate the concepts described in enclosure (1) and reference (b) into the unit's Indoctrination and Training Program. The most current version of reference (b) is now accessible on the Office of Leadership and Development's Web site; go to www.uscg.mil/leadership.htm and click on "Leadership." Commanding Officers and Officers In Charge of District and MLC units within the Pacific Area are encouraged to implement these same concepts within your programs.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. A key goal of successful commands is to provide leadership and develop a working environment that enables all our members to reach their full potential and maximize the unit's mission success. The purpose of the PDB is not to take away a member's responsibility to develop a personal plan for self-improvement but to help them layout a plan and provide support and counseling to achieve success.

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1				1	1		1	1				1													
B	1	1	1																							
C	1	1			1	1	1		1		1	1			1	1	1				1	1	1			
D				1							1	1	1			1	1			1	1					
E	1						1			1				1									1			
F	1	1	1	1	1	1			1	1	1			1	1		1			1						
G																										
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NON-STANDARD DISTRIBUTION:

Units already provide support such as the sponsorship, a indoctrination and training program, counseling, and mentoring. The PDB is a fundamental building block to all of these important programs and, in addition, a way for the Command to evaluate each program's effectiveness systematically.

To succeed, both in the short and long term our members need to have reasonable expectations, an action plan, and most importantly, the desire to achieve goals. Keeping these three elements in mind I encourage you to incorporate the concepts of enclosure (1) into your Training Program. The model provided in enclosure (1) should be tailored to meet individual unit needs. I also encourage the use of reference (b) to help you reach your unit's needs and goals.

These helpful tools, coupled with the tremendous experience the Chain of Command provides, will help develop our junior personnel and enhance the unit's mission success.



E. R. RIUTTA

Encl: (1) First Unit Professional Development Board (concepts and model)

FIRST UNIT PROFESSIONAL DEVELOPMENT BOARD

PACAREA afloat units have approximately 1500 billets that are filled by "First Termers," (members with 4 years of service or less). These members often arrive at their units with little professional knowledge, skills, and no Coast Guard experience. Their exposure to the Coast Guard's way of life and life onboard is minimal, and their experiences at their first unit can make a significant difference in future career decisions and successes. The first unit has a primary responsibility to develop these young sailors both on a personal and professional level. I am encouraging our units to establish a "First Unit Professional Development Board" (PDB) to assist First Termers in laying out a tour/career road map with a specific emphasis on Target For Success.

TRACEN Cape May provides our newest members with the very basic orientation into the Coast Guard. The transformation from civilian to military begins at this point. Our Class "A" schools are only resourced and designed to teach the fundamental tools of the rate and not necessarily how to use these tools. The real training and indoctrination for our newest members comes when they reach their First Unit. The First Unit must reinforce and sustain the transformation and encourage our members to strive to reach their full potential.

The Professional Development Board Program will provide a panel of Senior Enlisted from your unit with the support of the Command Cadre to provide guidance and mentoring to our inexperienced sailors. The primary purpose of the PDB is to assist new members in adjusting to the Coast Guard way of life. It will enhance their career development and assist in establishing short and long term goals and, more importantly, help them stay focused and on track. Many of our members go astray or become frustrated with the current system because we often do not provide the right guidance or direction when it is most needed. This may be why 30% of our newest members never finish their four-year enlistment contract after they graduate from Boot Camp.

PACAREA has partnered with the CGC BOUTWELL to develop a recommended Check Sheet (enclosure one) as a guide or tool to help you manage your boards. The PDB membership can be unique to the unit's expertise and resources, but we recommend that the Command Chief be the Board Chairman, assisted by the Admin supervisor (YNC/YN1) and the interviewee's CPO supervisor. Others within the Command such as the CO, XO, Training Officer, Division head, and First Class Petty Officers should be encouraged to be part of the boards from time to time.

Interviewees (all First Termers) should sit before the Board within 60 days of reporting onboard. Follow-up sessions should occur every 3 to 5 months for Non-Rated members and every 6 to 9 months for Rated members. Added sessions could occur when recommended by the Command or supervisor. Additional sessions could occur, for example, when an exit interview needs to be conducted or when it is evident that a member is clearly deviating from his or her intended track.

The overriding theme for the Professional Development Board is " TARGET FOR SUCCESS". The Board process is separated into three equal, but very important parts;

1. SETTING THE STAGE
2. THE INTERVIEW
3. FOLLOW-UP

SETTING THE STAGE: These are simply the steps for preparing for the session. The who, what, where, and when are determined in this section. The predetermined location needs to be in an area that allows for private conversation between the board members and the interviewee. Prior to the session, general information should be abstracted from the member's record and recorded on the Check Sheet.

THE INTERVIEW: This section deals with the actual mechanics of the session. An effective session must include not only a two-way discussion focused on a TARGET FOR SUCCESS but also to identify and establish clear expectations. Additionally, we must establish an action plan that will help the member progress toward achieving his or her goals.

FOLLOW-UP: After the session has been completed, it is important to document the session by the use of the Check Sheet. It is recommended that the Chairman maintain a file on each member that will hold the completed Check Sheets and Pledge of Personal Commitment. A good follow-up plan will effectively motivate First Termers to exert the effort necessary to attain their Goals.

I would sincerely appreciate your constructive feedback on this Leadership program once you've had the chance to review and conduct several PDBs.

MCPO Jeff Seifried
PACAREA COMMAND MASTER CHIEF



Professional Development Worksheet

General Information

Name of Interviewee: (Last, First MI)	Date of Birth: / / Day Mon Yr
Home town: (City & State)	Date of Enlistment: / / Day Mon Yr
Department:	End of First-Term Enlistment: / / Day Mon Yr
Rate/Rank:	Date Reported to Unit: / / Day Mon Yr

Welcome Aboard Program

Did your sponsor meet all your needs? (circle one)	Yes	No
Comments:		
Did you receive a Welcome Aboard Package? (circle one)	Yes	No
What recommendations would you make to improve our unit's Sponsor/Welcome Aboard Program(s)? If member is reporting from Boot Camp, did the member have available an information package about the unit? If not, unit shall send a package to TRACEN Cape May to keep on file.		

Prior Educational Background:			
	Yes	No	College Major or Subject of Training
GED			
High School Graduate			
Some College			
AA Degree			
BA Degree			
Technical Training			
Certificate of Training			
Certificate of Training			
Other			
Other			

'A'-School:											
ASVAB Scores	GS	AR	WK	PC	NO	CS	AS	MK	MC	ET	VE
Disqualifying Factors: (U.S. Citizen?, etc.)											
'A'-School(s) qualified for:											
'A'-School(s) desired:											
Background investigation needed?						Y	N	Completed?		Y	N
Flight physical needed?						Y	N	Completed?		Y	N
Color blindness?						Y	N				
Strike for a rate?						MGIB?		Y	N		
Status of Class 'A' School (number on list):											
as of: ___ / ___ / ___ Day Mon Yr											

**Why did you join the Coast Guard and what are your expectations?
(Discussion & Notes)**

[illegible]

Short-term Goals (discuss and list the following):

- ◆ Personal (pay off bills, buy car, enroll in school, etc.)
- ◆ Professional ('A'-School, strike, raise ASVAB scores, enroll in USMAP)
- ◆ Status of PQS &/or JQR, etc.

[illegible]

Long-term Goals (discuss and list the following):

◆ Personal (marriage, family, buy a house, complete a degree, etc.)

◆ Professional (retire with CG, go to OCS, make MCPO, CWO, separate)

Discuss and list ideas of how you can achieve your goals while in the Coast Guard:

If you are planning to separate from the Coast Guard, what are the two main reasons for your decision?

1.

2.



Pledge of Personal Commitment

(To be completed by member after initial board)

I pledge to be personally responsible for achieving my goals by doing the following: (include time lines with dates)

I will begin working toward achieving my long-term goals, personal and professional, by: (list the steps you will take to achieve your goals)

Original: member
Copy: file

[illegible]

Checklist

This form is to be used by individual units and supervisors as part of the unit Retention Plan.

- Part one is a simple checklist of information that should be used by the unit retention counselor/First Unit Professional Development Board.
- Part two of this document is a list of questions that a counselor may use to cause the member to consider re-enlisting.

(This worksheet should be retained to help your Command to track the results of your retention efforts.)

✓	Pre-Interview Data	Notes
	When does the member's current enlistment expire?	
	How many years of service does the member have?	
	Is the member eligible for re-enlistment?	
	Is the member's rating critical?	
	Is there an SRB being offered?	
	Is the member enrolled in USMAP?	
	Is the member using Tuition Assistance?	
	How much leave does the member have?	

✓	Interview Topics	Notes
	Members intentions? (Stay or Go)	
	Reason for deciding to leave or stay. (Job, Education, \$)	
	Does the member have a plan or goal?	
	Does the member intend to pursue an education?	
	Is the member aware of the current Voluntary Education benefits?	
	Is the member aware of the need to be fiscally fit prior to separation?	
	Are their personal or family needs effecting the decision?	
	Has the member been made aware of the benefits of service?	
	Are transfer concerns having an effect on the member's decision?	
	Are local unit conditions having an effect on the member's decision? (workload, duty, interpersonal issues, etc)	